King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual
	Chapter 1 **Administration and Personnel Management**

1.03.049, **Background Reviews for ACCESS/WACIC**		Approved By:	Director Allen Nance
		Effective Date:	March 26, 2024
		Reviewed By:	PRC, WACIC TAC
		Review Date:	February 28, 2024
Distribution:		Document Code No.	

Purpose

The purpose of this policy is to maintain compliance with background check requirements pertaining to Criminal Justice Information.

Policy

It is the policy of this Department to require background reviews for any person who has unescorted access to DAJD facilities, or DAJD-managed systems allowing access to CJI, prior to getting access and every five years thereafter.

References

Federal:	CJIS Security Policy Section 5
	Title 28 Code of Federal Regulations, Part 20
RCW:	Chapter 10.97 Washington State Criminal Records Privacy Act
DAJD Policies:	1.03.016, Background Investigations
	1.03.052, Criminal Justice Information Security
WSP:	ACCESS Manual

Definitions

ACCESS (A Central Computerized Enforcement Service System): A computer system established by the Washington State Patrol (WSP) in partnership with all of the subscribing, criminal justice agencies throughout the state. ACCESS provides services to the Washington Crime Information Center (WACIC), Washington State Identification System (WASIS), the National Crime Information Center (NCIC), the Department of Licensing (DOL), the Department of Corrections Offender File (DOC), the National Law Enforcement Telecommunications System (NLETS), and numerous regional systems.

Terminal Agency Coordinator (TAC): The Department's appointed point of contact for matters relating to CJIS/ACCESS information. The TAC shall be Level II ACCESS certified and be responsible for ensuring that the Department is in compliance with ACCESS and CJIS systems policies.

Criminal Justice Information (CJI): All FBI Criminal Justice Information Services (CJIS), WSP or other law enforcement agency provided data including, but not limited to biometric, identity history, biographic, property, and case/incident history.

Personnel: Any person who has unescorted access to DAJD facilities, or DAJD-managed systems allowing access to CJI.

General Guidelines

1. All Personnel must have a state of residency and national fingerprint-based record check (aka "background check") before access is granted.
   a. Background checks must subsequently be conducted every five years to evaluate each person's suitability for access.
2. All facility visitors who have not received a fingerprint-based background check must be escorted in all areas where access to CJI is possible.

3. Information contained in background checks is confidential and shall only be provided to individuals who have a need to know, which includes the Department of Adult and Juvenile Detention's Director, Deputy Director, Facility Commanders, Majors, Division Directors, the Internal Investigations Unit (IIU) – Commander, Human Resources Services Delivery Manager and the designees of the individuals listed above.
4. If any employee, contractor or other individual with known access to DAJD's facilities or computer systems is booked into a DAJD facility, the on-duty ITR Sergeant shall send an email notification to DAJDCJIS@kingcounty.gov with the following information:
   a. Employee Name
   b. Employee Date of Birth
   c. JMS Booking Number
   d. Department or Employer, if known.
5. If the Shift Commander or Supervisor is notified of any employee, contractor or other individual with known access to DAJD's facilities or computer systems has been arrested or booked into any other correctional facility, the Shift Commander or Supervisor shall send an email notification to DAJDCJIS@kingcounty.gov with the information in 4 above. The Shift Commander will also notify the EDO if outside of normal business hours.
6. If there are any convictions or any arrests without a final disposition within the personnel's background check, they will be denied continued use and certification with ACCESS until a variance is granted.
   a. The department's TAC must notify the Washington State Patrol (WSP) ACCESS section of any findings and request a variance for continued access.
   b. The Facility Commander/Division Director will make a case-by-case determination on the employee's status pending the decision on a variance.
7. Do not retain rap sheet information.
8. Personnel will all be apprised that CJI shall only be used in the administration of criminal justice. It is strictly protected by state and federal law. A list of applicable laws may be found in Chapter 1 of the ACCESS Manual.
9. For proper disposal of CJI refer to Department policy 1.03.052, Criminal Justice Information Security.